

Skills Checklist for Kurzweil

Skill	Introduced and Practised	Independent at this level (date of evaluation)
Scanning and Saving Documents		
Scan single page of text and save on laptop and student drive (Y)		
Scan chapter book (i.e. Novels and create folders in student drive)		
Scan and save documents in various formats (e.g. double-sided, two page mode and scan repeatedly)		
Find and open previously scanned documents		
Use Kurzweil to Write		
Create new documents in Kurzweil and enter text		
Use the word prediction tool to help expand vocabulary and improve spelling accuracy		
Use the spell checker to proof written work		
Use Kurzweil read to help edit written work		
Using the Toolbar		
Familiar with the functioning of the		

buttons on the toolbar (e.g. read, pause, forward, backwards)		
Can add or remove icons on the toolbar		
Open other software to use with Kurzweil (e.g. Dragon, Word Perfect)		
Use the zone editing tool to make pages more readable		
Edit the underlying text to correct mispronunciations		
Use the toolbar to customize the read-back functions (e.g. pacing, speed)		
Using Kurzweil to Learn		
Scan in tests and assignments		
Add a text note(s) in order to complete tests or worksheets		
Save or print tests and assignments		
Train the word prediction tool with words from scanned documents		
Use the word prediction tool to assist in answering questions on tests and assignments		
Use a coloured highlighter to select important information from a scanned		

document		
Extract highlights to create a series of notes		
Tile window vertically to assist in completing tests and assignments (ie. document in one window, test in another)		
Use the dictionary tool to expand vocabulary		
Train the word prediction to add document words to prediction		
Use Kurzweil to read and summarize information on web pages		
Create an audio file of a Kurzweil document		
Export an audio file to a mobile device		